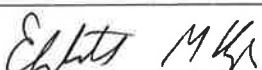


Department of Early Learning

Policy Title:	10.5.2 Qualification Policy		
Procedure:	Attached		
References:	RCW 43.215, WAC 170-06		
Applies To:	Licensing Staff	Contact:	Licensing Oversight Division
Effective Date:	10/15/10	Review Date:	1/1/12 Created on: 1/1/09
Reviewed:	<input checked="" type="checkbox"/> LPART <input checked="" type="checkbox"/> SAMs <input checked="" type="checkbox"/> AD		
Other Review (list)			
Director Approval:			

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with RCW and WAC regulations. The term “child care facility” is used to indicate licensed family child care homes, child care centers and school age facilities. The term “background check” refers to an in-depth review of an applicant’s (1) criminal history background and (2) a character and suitability check which includes reviewing any child abuse and neglect allegations and (3) a review of any prior licenses held by the applicant.

Purpose

The purpose of this policy is to clarify the requirements for processing background checks and qualifying individual applicants to have unsupervised access to children in child care settings. Clarify the requirements to reconsider applicants who have been disqualified to provide care in a child care setting. This policy also provides direction to licensing staff, support staff, supervisors, Assistant Service Area Managers and Service Area Managers regarding background checks and reconsiderations. DEL expectations are clarified in this policy and the attached Qualification Procedure.

Policy

- I. An applicant who is authorized to care for or have unsupervised access to children in a licensed child care facility must have a background check processed to ensure WA qualifications are met.
- II. If the applicant resides in a different state, or if the applicant has resided in WA less than three years prior to the background check request, a WA State Patrol (WSP) and FBI fingerprint check must be requested.
- III. All background checks must be processed accurately and according to the timelines and processes in the attached Qualification Procedure.
- IV. A disqualification may be reconsidered if the applicant provides clear and convincing evidence that they are qualified to care for children.
- V. Reconsiderations may only be approved by the SAM or designee.

Attachments

Qualification Procedure
 Reconsideration Request Form
 Reconsideration Review Form
 Reconsideration Decision Notice Letter Template
 Disqualification Letter Template
 Hearing Request Form
 Background Check Form